

**INSTRUCTIONS FOR THE COMPLETION OF THE
EMPLOYEE APPRAISAL & DEVELOPMENT REPORT**

NOTE: The effective date of an evaluation is the date it is received by the Department of Personnel.

NUMBERS 1-6: Complete in detail.

NUMBER 7: Enter the date the next evaluation is due as determined in Number 8.

NUMBER 8: Date evaluation due as required by NRS 284.340, based on full-time equivalent employment.

- For 6-month probationary or trial employees (grade 19 and below), an evaluation must be filed at the end of the 2nd and 5th months of employment.
- For 12-month probationary or trial employees (grade 20 and above), an evaluation must be filed at the end of the 3rd, 7th, and 11th months of employment.
- For permanent employees, an evaluation must be filed at the end of the 12th month following the attainment of permanent status and at the end of every 12th month thereafter.

NUMBER 9: The rater checks the appropriate box indicating whether standards for the next rating period will be revised

NUMBER 10: Overall evaluation rating is carried forward from Number 14 and the report is signed and dated by the rater.

NUMBER 11: As required by NAC 284.470, the employee must complete, sign and date the appropriate section on the report of performance within 10 working days after the discussion takes place between the employee and his immediate supervisor. If the employee disagrees with the report of performance and requests a review, he must respond and identify the specific points of disagreement, if such specificity is provided. If the employee is unavailable for signature, or refuses to sign, a notation should be made in this section explaining the reason the employee has not signed the report.

NUMBERS 12 & 13: The reviewing officer and appointing authority must indicate agreement or disagreement with the overall evaluation or a particular aspect(s) of the evaluation by signing and dating the report. If the supervisory review and/or appointing authority review indicates disagreement with the evaluation, an explanation must be provided in the comments area of this section.

NUMBER 14: Rating of Job Elements. Each job element is rated at one of three possible rating levels with a numerical value (i.e. Does Not Meet Standards (DMS) = 1, Meets Standards (MS) = 2, Exceeds Standards (ES) = 3). *Overall Rating Scale:* 1 to 1.50, Does Not Meet Standards; 1.51 to 2.50, Meets Standards; 2.51 to 3, Exceeds Standards. There are *two methods* of calculating a rating of job elements:

Method One assumes that all job elements are of equal importance, and the rating is non-weighted. The rating for the job elements appears only in column "(A) Rating" on the report. An example of the computation for a non-weighted rating utilizing Method One is:

Job Element	Rating
#1	3 (Exceeds Standards)
#2	2 (Meets Standards)
#3	2 (Meets Standards)
#4	2 (Meets Standards)
#5	1 (Does Not Meet Standards)
	10

Divide the total rating score (10) by the total number of job elements (5) to arrive at the overall rating score of 2. In this example, the overall rating of job elements is "Meets Standards (2)."

Method Two assumes that all job elements are not of equal importance, and a percentage weight is given to them. The sum of the percentage weights for all job elements must equal 100%. The percentage weight assigned to each job element is recorded on the Employee Appraisal and Development Report in column "(B) Weighted Value." An example of the computation for a rating utilizing Method Two is:

Job Elements	(A) Rating	X	(B) Weighted Value	=	(C) Weighted Rating
#1	3		.35		1.05
#2	2		.20		.40
#3	2		.20		.40
#4	2		.15		.30
#5	1		.10		.10

1.00 = 100%

2.25 = Meets Standards

NUMBER 15: Rater's comments are required for any rating on a job element that "Does Not Meet Standards." A detailed explanation of the deficiencies in meeting work performance standards should be included in this section.

NUMBER 16: Developmental Plan and Suggestions. This section should be completed and discussed with the employee during the appraisal. Document a specific action plan to help the employee achieve standards in the future and build on strengths. Document recommendations for further development and training that will prepare the employee to achieve the best performance possible. When preparing a development plan for supervisors and managers, the training requirements of NAC 284.498 and 284.502 should be considered.